

## MEMORANDUM COVER

**Subject:** Establishment of a Part-Time Regular Custodial Position

**Action Requested:** Shall the Board of Supervisors approve the resolution to establish a part-time regular custodial position to maintain the Law Enforcement Center?

**Summary:** This position will be part of the team that maintains the cleanliness of the Law Enforcement Center (LEC).

When the LEC was being constructed, General Services opted to evaluate the man-hours needed in order to maintain this facility. Since that time on-call hours have been used on a daily basis to clean the facility in the evenings. This resolution would establish a 20-hour per week part-time permanent position to provide this needed service.

Staff recommends adoption of the attached resolution.

**Fiscal Impact:** Funding is already available in the FY 13 Operational budget.

**FMS Approval, if Applicable:** Yes ☐ No ☐

**Assistant County Administrator**

Doug Powell \_\_\_\_\_

**County Administrator**

Robert C. Middaugh\_\_\_\_\_

**Attachments:**

1. Memorandum
2. Resolution

**Agenda Item No.:** H-5

**Date:** December 11, 2012

Custodial\_cvr